

City of Chattanooga, TN
Personnel Class Specification

Class code 0980

FLSA: Non-Exempt

CLASSIFICATION TITLE: ZOO EDUCATION CURATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and implement all education activities of the Warner Park Zoo.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides direction, guidance and assistance to volunteers or other workers; assigns and coordinates work activities;

assists with complex/problem situations and provides technical expertise.

Coordinates training activities; trains/assists zoo staff and volunteers on public presentations of programs; develops/maintains volunteer manuals; schedules volunteers as needed by zoo; maintains volunteer records and reports volunteer hours; assists Friends of the Zoo with volunteer recruitment.

Creates and implements on-site and outreach education programs for Warner Park Zoo; evaluates effectiveness of education programs; schedules all education programs and staff to implement programs; compiles/reports statistical data on number of programs, program hours, number of participants, and related data.

Develops educational themes for Discovery Center; designs and develops interpretive, hands-on learning areas in Discovery Center and zoo.

Designs activities for Zoo Camp; supervises and evaluates Zoo Camp programs; conducts camp registration; secures staffing for camp activities.

Provides education and information to visitors, teachers, students, and the community in general; gives speeches and presentations; prepares/distributes educational materials.

Participates in environmental/conservation education organizations; attends meetings and conferences; serves on committees as needed; makes speeches or presentations.

Performs miscellaneous tasks in support of zoo operations; cares for education animals; maintains Rainforest Conservation Meter; reports education activity/programs to Friends of Zoo.

Prepares or completes various forms, reports, correspondence, purchase vouchers, program notices, educational materials, brochures, or other documents.

Receives various forms, reports, correspondence, time sheets, educational materials, zoo program literature, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer and utilizes word processing, spreadsheet, desktop publisher, Internet, or other software programs; operates various audio/visual equipment and general office equipment.

Communicates via telephone and/or two-way radio; provides information, guidance, and assistance; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, volunteers, visitors, teachers, students, outside educators, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Assists with care of zoo animals; provides assistance to other employees as needed.

Operates a motor vehicle to transport animals to outreach program sites or to conduct other work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Biology or Zoology; supplemented by three (3) years previous experience and/or training that includes education program coordination, environmental/conservation education, zoo operations, and public interaction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or

probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, violence, disease, pathogenic substances, or animal bites/scratches.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.